

Route: <<(Route_Text)>>
State Project: <<(Project_Number_Text)>>
Federal Project No.: N/A
County: <<(Project_City_County_Name)>>
PPMS I.D.: <<(Upc_Id)>>

RIGHT OF WAY - Property of <<(List_Of_Owners)>>
Parcel <<(Parcel_Id)>>
Displacee: <<(Party_Name)>>

<<(Party_Name)>>
<<(Party_Address_1)>>
<<(Party_City)>>, <<(Party_State_Name)>> <<(Party_Zip)>>

Dear :

The Virginia Department of Transportation (VDOT) is planning the construction and improvement of the captioned project. It is our intention to assist those businesses, farms, and non-profit organizations who may have to move because of this construction.

We have briefly discussed the services and payments you may qualify for if you are required to move. For a more detailed description, please refer to the brochure given to you.

- A. **RELOCATION ASSISTANCE** – In an effort to provide assistance and minimize any inconvenience if you have to move, we will make available the following:
1. Information regarding the availability, sale and rental of commercial properties and locations for displaced businesses, farms and non-profit organizations.
 2. Information and programs offering assistance to businesses, farms and non-profit organizations.
 3. List of commercial movers.
- B. **RELOCATION PAYMENTS** – A displaced business, farm or non-profit organization may be eligible to receive relocation payments if you occupy the property to be acquired at the time VDOT makes the initial offer to purchase. You may be eligible to receive one or more of the following payments:

1. **ACTUAL MOVING EXPENSES** – Reimbursement for actual, reasonable expenses incurred in moving personal property and expenses incurred (not to exceed \$1,000) in searching for a replacement site.
2. **RE-ESTABLISHMENT EXPENSES** – A small business, farm or non-profit organization may be entitled to re-establishment expenses up to \$25,000 in addition to the actual moving expenses. You are not eligible for these expenses if a fixed moving cost payment is made.
3. **FIXED MOVING COST PAYMENT** – In some instances, a business, farm or non-profit organization may be entitled to a minimum of \$1,000 and a maximum of \$50,000 in lieu of actual moving costs payment.

Thank you for your cooperation and the information you provided that will assist VDOT in determining your needs in relocating. If you have any questions concerning this project or your relocation entitlements, please feel free to contact me.

Sincerely,

cc: Mr. <<(System_Rw_Util_Mgr_Name)>> (BDF)

Under penalties of perjury, I certify that I am:

- A United States Citizen
- An Alien in Legal Residence (Visa, Work Permit)

Signature: _____

Date: _____